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OFFICE OF REPORTS AND ESTIMATES
ORE Operating Procedure No. ~~42-48~~ 9
(superseding operating procedure 42-48
dated 11 May 1948)

14 May 1948

SUBJECT: Discontinuance of TOP SECRET CIA Weekly;
Instructions for the Preparation and Publishing
of a SECRET CIA Weekly.

By direction of the Director, CIA, the TOP SECRET CIA Weekly Summary is discontinued with the issue of 14 May. In its place, ORE will henceforth publish a CIA SECRET Weekly Summary. This Summary will be produced by the Current Intelligence Group. As in the case of other Current Intelligence Group publications, there will be no coordination with the intelligence organizations of other agencies. The first issue of the new Weekly will appear on 21 May.

The Director, CIA, has directed that the new Weekly Summary aim at comprehensive world-wide coverage of the principal developments of the past week, especially those affecting US security. The style of the Weekly Summary is to be informal. It will seek to present, in the most concise manner consistent with clarity and easy reading, significant trends, prospective developments, indications of intentions and capabilities, evaluations of important reports, and analyses of current situations. It will avoid mere factual recitation of details, except as those details are essential to the development of the idea, trend, or situation. It will aim at the widest possible coverage of important developments, and will place particular emphasis on continuity from week to week.

The Weekly Summary will, in general, consist of three parts: (1) an opening review, summary, and analysis of the general trends and most important developments of the past week; (2) a more specific review of the world situation by areas in the form of short items (under one-half a page) appearing under the following area sub-divisions:

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DOCUMENT NO. 7
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
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NEXT REVIEW DATE: 1986
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REVIEWER: 006514

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General, Western Europe, Eastern Europe, Near East-Africa, Far East, and The Americas; and from time to time (3) an appendix containing digests of studies, estimates, situation reports, or articles prepared for publication by ORE or outside agencies.

ORE submissions to the Weekly will be through the medium of the Intra-Branch Weeklies. The Current Intelligence Group will make appropriate selections, condensations or revisions of material contained in the Branch Weeklies and will coordinate its text with the appropriate Branches, Panels, or Groups prior to publication. Responsibility for selection and form rests with the Current Group; responsibility for facts and interpretations remains with the regional Branches. Basic differences in the exercise of these responsibilities will be appealed to the Assistant Director, ORE. In order to make possible the distribution of the new Weekly Summary on Fridays, it will be necessary for the Branches to complete the preparation and reproduction of their Weeklies by 0900 on Wednesdays (beginning on 19 May) and to deliver to the Current Intelligence Group two copies of each Weekly by that time. This may necessitate a re-scheduling of publication dates in some cases. These Branch Weeklies must also contain no TOP SECRET material. If they contain any information taken from the State Department "S/S distribution" series, the item or paragraph in question must be starred, as a warning to the Current Intelligence Group. It will not be necessary to indicate the exact words, phrases, or sentences containing such information; that can be determined by the Current Intelligence Group through consultation. Such material may appear in the CIA SECRET Weekly Summary if it has been received from other sources or if permission is obtained from the State Department.

The new Weekly Summary will also include maps and charts where they can be useful in illustrating, clarifying, or developing the material contained in the text. Such material will enhance the appearance of the new publication.

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The Special Evaluation series will be broadened to include those TOP SECRET current studies which would have appeared as articles in a TOP SECRET Weekly, if the importance or urgency of the material requires special dissemination. On the basis of reader reaction, it is apparent that these Special Evaluations must be as brief as possible and in most cases should not run over one page. Otherwise, this series will continue to be prepared in accordance with ORE Operating Procedure No. 26-48.

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Assistant Director
Reports and Estimates

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